

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, AUGUST 26, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – August 19, 2009
2. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT – Ricardo Hernandez, Equipment Operator**
Staff report prepared by Sal Ambriz, Personnel Analyst
3. **EXAMINATION RESULTS**
Garage Service Attendant
Public Safety Dispatcher
4. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Capital Projects Coordinator (9/3/08, 9/17/08 & 10/1/08)
General Librarian (9/3/08 & 10/1/08)
Geologist
Payroll Specialist
Public Health Nutritionist (3/4/09 & 9/17/08)
Senior Civil Engineer (9/3/08)
Systems Technician (3/4/09 & 3/18/09)
5. **RETIREMENTS**
Mark Armstrong/Engineering Aide II/Public Works (28 yrs., 9 mos.)
Ellis Spillman/Traffic Painter I/Public Works (36 yrs., 6 mos.)
6. **TRANSFER** – Quiana McCullough/Customer Service Representative I/Public Works to Customer Service Representative II/Financial Management
7. **MANAGERS' REPORT**
8. **NEW BUSINESS**
9. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
AUGUST 19, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, August 19, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir seconded by Commissioner Haubert and carried that the minutes of the regular meeting of August 12, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission authorization to appoint Dona Blazis, to the classification of Port Risk Manager on a provisional basis. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENTS:

The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission authorization to appoint Colleen Pickens and Kjell Stava, to the classification of Port Risk Assistants on a provisional basis. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Stacey Lewis, Assistant Director of Human Resources, Harbor, answered Commission questions regarding this request. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST FOR SELECTIVE CERTIFICATION:

The Secretary presented a communication prepared by him, requesting Commission authorization for the selective certification for individuals with skills of human resources and database/systems administration from the Administrative Aide eligible list. The Secretary briefed the Commission regarding this request. Rob Pfingsthorn, Personnel Analyst, also answered Commission questions regarding the request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS SECTION 115(3):

TRAFFIC PAINTER

The Secretary presented a staff report, prepared by him, requesting Commission approval to an exception to Article IV, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to approve the upcoming selection process for Traffic Painter as an open-competitive examination, but limit the candidate pool to current City employees. The Secretary, briefed the Commission regarding the request to conduct the examination open-competitive to City employees rather than open competitive. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualification and Requirements. Commissioner Saafir amended the motion to state the

purpose of the request is to provide the Department of Public Works with an eligible list of qualified City employees to fill a vacancy in the Traffic Painter classification while meeting the City Manager's restrictions to select City employees to fill impacted vacancies. The motion carried by a unanimous roll call vote.

**REQUEST TO REINSTATE
ELIGIBLE LIST:**

SENIOR CIVIL ENGINEER

The Secretary presented a communication prepared by Diane Dzodin, Administrative Officer requesting Commission approval to reinstate the eligible lists for Senior Civil Engineer, retroactive to its expiration dates of January 29, 2009 and July 29, 2009, and extend the eligible list to January 29, 2010. Ms. Dzodin briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the request to reinstate the eligible list be approved in accordance with Section 26 of the Civil Service Rules and Regulations. The motion carried unanimously.

REVISED ORDER OF LAYOFF:

The Secretary presented a communication from Patrick H. West, City Manager, with revisions to the August 12, 2009 order of layoff. Diane Dzodin, Administrative Officer, briefed the Commission regarding the deletions and additions to the order of layoff. Ken Walker, Manager, Personnel Operations – Human Resources, also briefed the Commission regarding the revisions to the order of layoff, and informed the Commission that as departments continue to work on their budgets, further revisions to the order of layoff will be necessary. Commissioner Haubert questioned the addition of Traffic Painter to the order of layoff, being that the Job Opportunity Bulletin is on today's agenda. Cynthia Stafford explained the reason it was originally placed on the order of layoff, but stated that it would be removed. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to approve the revised order of layoff with the deletion of Traffic Painter. The motion carried by a unanimous roll call vote

BULLETIN:

TRAFFIC PAINTER

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 63 Applied, 63 Qualified
Equipment Mechanic – 60 Applied, 16 Qualified
Environmental Specialist Associate – 25 Applied, 4 Qualified
Microbiologist – 32 Applied, 2 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Animal Health Technician
Building Maintenance Engineer
Special Services Officer

RETIREMENTS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Glen Daniels/Special Services Officer III/Police
Frank Torres/Police Officer/Police
Edward Mealey/Maintenance Supervisor/Water

DISABILITY RETIREMENT:

ROY WADE, JR/POLICE OFFICER/POLICE

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

TRANSFER:

**MIGUEL VARGAS/MAINTENANCE ASSISTANT I/PUBLIC
WORKS TO MAINTENANCE ASSISTANT II/AIRPORT**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Caprice McDonald, Personnel Analyst, informed the Commission that over 500 applications had been received for Public Safety Dispatcher of which 94% were online filers.

She also stated that Lourdes Ferrer, Personnel Analyst, conducted two Public Safety Dispatcher workshops with 81 attendees. She also stated that Sal Ambriz, Personnel Analyst would be conducting Equipment Mechanic, which is the first examination only opened to City employees.

Diane Dzodin, Administrative Officer, stated that our youth workers' time has been extended through early September, and that they are doing an excellent job.

The Secretary thanked Stacey Lewis, Assistant Director of Human Resources for making arrangements for the Commission to hold its regular meeting of October 7, 2009, at the Harbor Department in the Board Room, and afterward, a tour of the Communications Center.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh

DATE: August 26, 2009
TO: Civil Service Commission
FROM: Sal Ambriz, Personnel Analyst *JA.*
**SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – RICARDO
 HERNANDEZ, EQUIPMENT OPERATOR**

On June 18, 2008, the Civil Service Commission approved the request for provisional appointment of Ricardo Hernandez to the position of Equipment Operator in the Harbor Department. This provisional appointment will expire on August 28, 2009. Staff is recommending approval of extension of provisional appointment, Equipment Operator, effective August 26, 2009 until the eligible list is established, in accordance with Section 49 of the Civil Service Rules and Regulations.

Facts for Consideration

- Requisition 08-21 to fill one budgeted Equipment Operator vacancy in the Harbor Department on a provisional basis is on file in the Civil Service Department.
- Mr. Hernandez has been a provisional Equipment Operator in the Harbor Department since June 21, 2008
- There is no eligible or priority list for Equipment Operator.
- The Equipment Operator job opportunity bulletin was presented to the Commission on June 17, 2009. The performance examination is scheduled to be on Tuesday, August 25. It is anticipated that an eligible list will be completed September 2, 2009.

- The Harbor Department is aware that this staff report is on today's Commission agenda. Mr. Hernandez applied for Equipment Operator and will compete for a permanent appointment as an Equipment Operator. The extension of Mr. Hernandez's provisional appointment will be valid for 75 days.

Based on the information provided, staff recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations.

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